

2012

Centennial Library 2011-2012 Annual Report

Cedarville University

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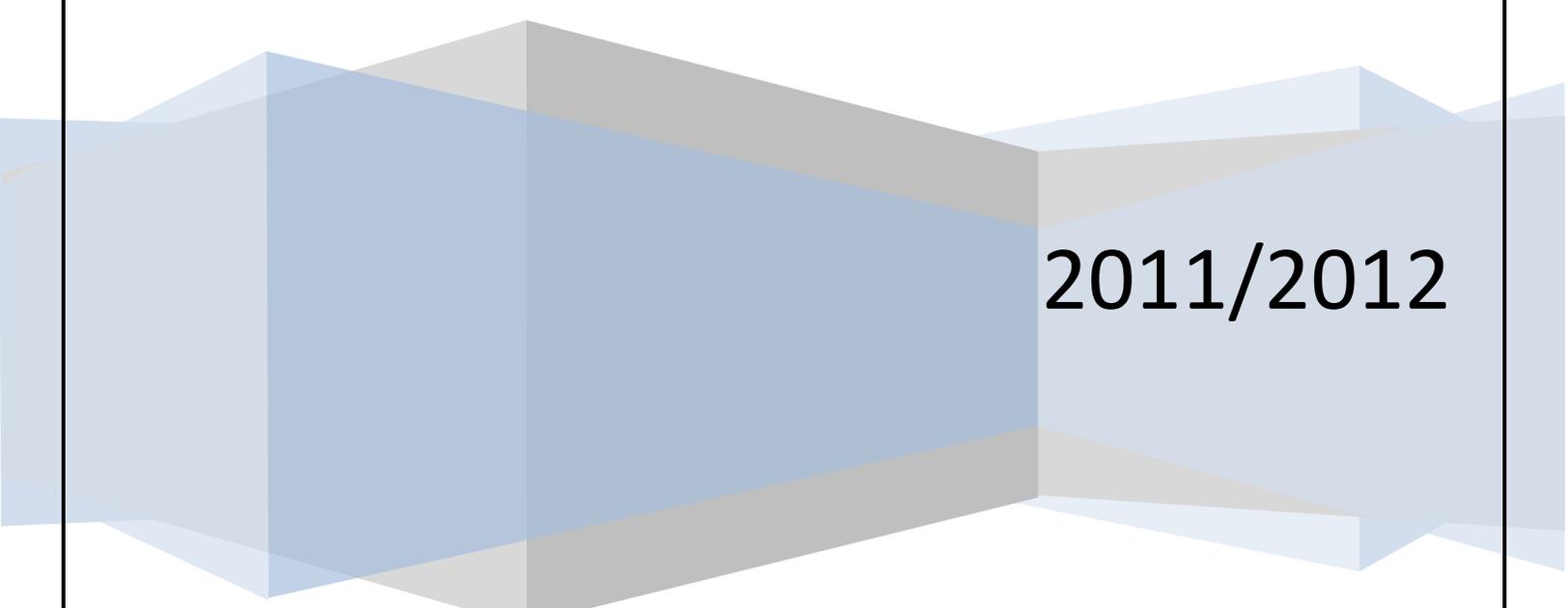


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Cedarville University Centennial Library

Annual Report



2011/2012

September 2012

**Centennial Library
Cedarville University
Annual Report
2011/2012**

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**Centennial Library
Cedarville University
Mission Statement**

In their service to the University community and support of the mission of Cedarville University, it is the Mission of the staff of the Centennial Library to demonstrate leadership in providing for our users an effective gateway to the world of information access and use. Within this mission the goals of the Library are:

- to develop collections and access to resources that meet the program support needs of its academic community.
 - to design and deliver services that empower its users to utilize information resources and technologies independently, critically, and efficiently.
 - to provide a physical and personal environment that enhances the educational experience.
 - to invest resources in the provision of adequate staff who are properly oriented, trained, developed, and evaluated.
 - to participate in the broader regional, national, and international resource sharing community.
 - to advance the image and awareness of the Library, its resources, its services, and its staff.
-

**Centennial Library
Cedarville University
Vision Statement**

The Vision for the Centennial Library at Cedarville University is to pursue excellence as an advanced multi-media information resource center with a pervasive presence in our academic community. To this end, we will strive:

- *to pursue the employment and development of skilled information, media, and service specialists.*
- *to assure a balanced multi-format, multi-sourced information resource environment.*
- *to advance aggressive user education and instructional design support programs.*
- *to cultivate a progressive, change-oriented administrative and operational climate.*

**Centennial Library
Cedarville University
Annual Report, 2011/2012**

II. Selected Highlights

STAFF

Library internship program

The Centennial Library internship program is designed to allow student participants to explore the library profession as a career choice. Interns participate in a variety of activities which allow them to become familiar with the operations and services of an academic library. Three interns were chosen to take the semester long three-credit course as an Independent Study through the Department of English, Literature, and Modern Languages. This is also a paid internship. The Fall 2012 interns were **Jerilynn Nine**, a senior Comprehensive Communications major, **Ariel (Foshay) Bacon**, a senior Music major, and **Brenna Christiansen**, a senior History major. The instructor for the internship was **Julie Deardorff**, *Director of Collection Services*. Julie was assisted by many of the Library faculty and staff

Graduate school practicum

The Centennial Library once again hosted a Kent State University Master of Library and Information Science (MLIS) practicum student during the Fall semester, the fourth in recent years. A practicum provides graduate students with the opportunity to gain professional experience in a library setting and to apply the theory and techniques that they have studied in their course work to real life situations. **Sarah (Brahler) Clark** was very familiar with the Centennial Library because she is a 2007 graduate of Cedarville University who majored in Criminal Justice, was awarded the 2009 Centennial Library Scholarship for Library Science, and was employed at the time by the University Advancement Office as a Prospect Research Coordinator. The practicum was supervised by **Julie Deardorff**, *Director of Collection Services*.

Cardboard canoe race

A fourth win in a row was not to be for the cardboard canoe team representing the Library during the Engineering Department's annual cardboard canoe race, held on Homecoming weekend. The canoe was edged out at the finish line by a team from the Department of Business Administration. However, in the ensuing demolition derby, the paddlers, library student assistants Valentina and Vawny Kaye Blackburn, returned to the winner's circle as the last team afloat. Thirteen student library assistants under the direction of **Amy McCoy**, *Circulation Services Manager*, designed and built the library's canoe.

Library book cart drill team

In windy and cold conditions on Saturday, October 1st, the **Centennial Cartwheelers** made their sixth appearance in the Homecoming parade sporting "beautiful" photography on

the book carts submitted by University faculty, staff, and students. This year brought a new Sergeant Major **Becky Dufresne**, *Assistant University Registrar*, sister of Julie Deardorff, Director of Library Collection Services. The cart pushers included Julie Deardorff, Fran Andrews, Jeff Gates, Laura LeMaster, the three Library interns Jerilynn Nine, Ariel Bacon, and Brenna Christiansen, and Sarah Clark, working on her graduate library school practicum at the Centennial Library during the Fall semester. The team was supported by a cast of Library personnel and friends, some helping to decorate the carts and others distributing candy along the parade route. This year's team effort was again directed by **Greg Martin**, *CMC Librarian*

Faculty/staff comings and goings

Going:

Patty Stutes, *MediaPLEX Graphics Consultant*, retired after 24 years of service. Patty began her service at the Centennial Library in 1988 as the Media Resource Center [MRC] Supervisor, serving in that role for 19 years, until the MRC was re-engineered into the current MediaPLEX in 2007.

Rachel Johnson, *Collection Services Technical Assistant*, retired after serving 10 years on the Library staff, working primarily with book acquisitions and processing.

Amy McCoy, *Circulation Services Manager*, completed two years at the Centennial Library, moving on to the University of Akron law school library.

Coming:

Mark Henry, became the new *MediaPLEX Multi-Media Consultant*, coming to the library staff after serving for 24 years as the multi-media producer for the Association of Baptists for World Evangelism in Harrisburg, Pennsylvania.

Joe Fox joined the Library as the new *Instructional Services Librarian*, coming to Cedarville from the library at the University of New Haven in West Haven, Connecticut.

SERVICES

Institutional digital repository

The Centennial Library is developing an on-line institutional digital repository, ***DigitalCommons@Cedarville***, to preserve and showcase the intellectual output of the University. The first priority in the implementation of the Digital Commons will be to showcase faculty scholarship - publications, presentations, research, reports - to assist in enhancing the national reputation of the University's faculty and academic programs. The web site has been developed and the migration of items has begun, working with faculty members from six early adopter academic departments.

Sunday library hours

At the beginning of the 2011/12 academic year, the library implemented Sunday evening hours from 7:30 to 11:30. The decision to provide Sunday hours was made after reviewing the need, the careful consideration of an appropriate Sabbath principle, and the approval of the University administrative council. As part of this change, the Library also implemented an earlier closing on Saturday evenings to encourage preparation for Sunday worship and activities.

University's 125th anniversary exhibit

Sourced extensively from the University Archives collection, a new exhibit on campus, including historical items and descriptive text, celebrated the 125th anniversary of the University. The exhibit, entitled ***Cedarville University: Celebrating 125 years for the Word of God and the Testimony of Jesus Christ***, opened on January 23 in the Biblical Heritage Gallery of the Center for Biblical and Theological Studies and will be available to the public through Homecoming in October.

Library tutorials for on-line students

In order to assist students at a distance enrolled in on-line courses, the library is developing on-line research tutorials, or screencasts, to supplement print-format guides available on the library's website. The initial tutorials are designed to introduce students to on-line database searching skills, library research concepts, and the awareness of the wide range of library resources available on-line.

ASSESSMENT

National library satisfaction survey

Four years having elapsed since the Library last participated in this annual assessment project, the Centennial Library will again be a part of **LibQUAL**, a project undertaken by the Association of Research Libraries which intends to measure library service quality across a range of institutions of higher education. The web-based, total market survey instrument has been used by hundreds of college and university libraries annually since 2000. The survey gathers information from those who take the survey on the gaps between the minimum, desired, and perceived expectations of local library services. As in the 2008 effort, a unique part of this year's effort by the Centennial Library is the formation of a sub-group of libraries, within the hundreds completing the survey, from the Council of Christian Colleges and Universities in order to perform comparative analysis on the results of the survey. This will allow Cedarville to compare itself with a group of similar institutions. For 2012, the response rate at Cedarville was very strong with 38% of our undergraduates and 64% of our faculty completing the survey. Overall satisfaction rates were very high, with the highest scores achieved on the performance of the Library faculty and staff, commonly meeting or exceeding our users expectations.

SAILS assessment project

After the success of a pilot project in 2010/11, the Library chose to use on a regular basis the **Standardized Assessment of Information Literacy Skills [SAILS]** assessment tool to determine the research competencies of incoming Freshmen and outgoing Seniors and to assess the research competencies developed by the Library for Cedarville students. Our students can also be compared to national norms and to similar institutions. SAILS is a knowledge test with multiple-choice questions based on the Association of College and Research Libraries information literacy competency standards. The Centennial Library Research Competencies are based on those standards. A random sample of freshmen [58] and of seniors [55] took the test during 2011/12, the freshmen in the Fall before starting classes, and the seniors in the Spring. Initial results indicate that CU students perform at a significantly higher level of ability in information literacy skills than students at similar institutions. Results are being analyzed and will be used to assess the effectiveness of the library instruction program and the application of the Centennial Library Research Competencies.

AWARENESS/EVENTS

Library science career dinner

The Annual Library Science Careers dinner, held on November 8, provided Cedarville students with the opportunity to learn about career options in library and information science and about the master of library science degree. The keynote program was a panel discussion addressing questions related to graduate work for the MLS degree, led by 2007 Cedarville graduate Sarah (Brahler) Clark. Sarah, a criminal justice major who was employed at the time by the university Advancement Office, is currently enrolled in the Kent State University MLS program. Twenty-five students from a wide variety of majors had the opportunity to interact with university and community librarians and with students enrolled in Master of Library Science programs. Attendees also enjoyed a presentation by the 2011 Centennial Library interns about the benefits of the internship program.

Library scholarship

The **Centennial Library Scholarship Award in Library Science** was established in 1997 by the Centennial Library faculty to encourage and actively support the next generation of library and information specialists, and especially to encourage those who will fill the future library faculty ranks of Christian colleges and universities. The award is available to seniors or graduates enrolled for graduate study in library and information science. Students apply for the scholarship and the selection process includes a faculty recommendation and an interview by the Library faculty selection committee. The first award was presented in 2000, and 11 scholarships have been presented prior to this year. This year's recipient was **Hannah Olmstead**, who is pursuing her Master of Library and Information Science degree at Kent State [Ohio] University. Hannah, a 2010 Cedarville early childhood education graduate, is teaching pre-school in Springfield and working as a sub at the Cedarville Branch of the Greene County

Public Library. During her years as a Cedarville student, Hannah was a student library assistant in the Curriculum Materials Center.

National Library Week

Celebrating National Library Week, an event recognized by libraries around the United States since 1958, has become an annual event for the Centennial Library. Celebrating National Library Week is a way of highlighting the important role the Centennial Library plays in the development and education of the Cedarville University students. In the last few years the Centennial Library has developed a few of its own NLW traditions. The celebration began with the annual used book and media sale. We also continued the tradition of inviting two first grade classes from CedarCliff elementary school for a storytime in the Curriculum Materials Center with five CU students reading their favorite picture books. The first graders are always impressed with the SIZE of the Centennial Library as they are welcomed by one of the librarians dressed as a story book character, this year again as Little Red Riding Hood. The Centennial Library staff and librarians found a number of other ways to celebrate NLW including a staff lunch to celebrate National Library Workers day, and the delivery of Rinnova gift cards to faculty members, from three randomly selected academic departments, who had participated in library collection development activities during the year.

III. Selected Staff Achievements Review

- Three Library faculty and staff members received University service awards:
Lori Myers, *MediaPLEX Office Coordinator* - 5 years.
Rachel Johnson, *Collection Services Technical Assistant* - 10 years
Julie Deardorff, *Director of Collection Services* - 15 years
- **Tricia Clark**, *Public Services Technical Coordinator*, received the 2012 Library **StAR award** [*Staff Achievement and Recognition Award*]. The winner is selected from nominations made by Library faculty and staff and chosen by an awards committee using one or more of the following qualities:
 - ✓ provides quality service to staff and patrons with a spirit of Christian servanthood.
 - ✓ presents a favorable image of the Library both inside and outside the University.
 - ✓ demonstrates and encourages teamwork.
 - ✓ promotes a constructive and congenial work environment.
 - ✓ seeks to be creative and innovative in job performance.
- **Rob Hinks**, a junior who has worked 6 semesters in Circulation Services, received the 2012 **SOAR award** [*Student Outstanding Achievement Recognition*]. This award is presented to a student Library assistant who demonstrates leadership, creativity, service, initiative, or performance that exceeds the normal expectations of his or her job description. Rob was recognized for his personal commitment to performing at the highest level without regard for praise or reward, for his industrious and accurate work ethic, for his positive encouragement for high quality work by his fellow student assistants and those under his leadership, and for his sacrificial spirit in taking on extra shifts when staff or weather emergencies require adjustments.
- An article, entitled "It takes a Village," in the recent Spring 2012 issue of *Inspire*, the University's alumni publication, recognized the community work of **Jan Bosma**, *Associate Dean for Library Administration*. It documents the story of Jan's efforts to see a new community library become a reality in Cedarville. After 3 years of committed work, Jan saw the new Cedarville Branch of the Greene County Public Library, now one block off of Main Street, open its doors on February 25, 2005.
- **Amy McCoy**, *Library Circulation Services Manager*, completed her Master of Library and Information Science degree from Kent State University (Ohio) in December 2011. Her final research project involved a study of the viability and relevance of the development of an institutional repository at Cedarville University.

- **Library Student Assistants** worked 10,763 hours, representing an equivalent of 5.2 full-time staff members. About 45 percent of the Library's hours are serviced by student assistants and their student shift leaders, in addition to those who work behind the scenes in Collection Services.

IV. Selected Operational Review: 2011/12 by the Numbers

Services

- The **use of Library resources** continues to be affected by the growing use of on-line databases and e-journals. Searches and uses in these resources continues to grow along with the use of e-books. The use of more traditional print and media resources remains steady or is falling slightly. As well, the Library was an OhioLINK "medium" status lender for the entire academic year, where we had been a "high" status lender during 2010/2011. This dropped our OhioLINK transactions by 32%. Thus the total use of resources encompassing all categories decreased by 5.1%, from 114,109 in 2010/11 to 108,236 in 2011/12. *[See Table 1]*
- Of the 231 University teaching faculty, 146 (63%) participated in the **selection of materials for the Library collection** during the academic year. Faculty participation levels by department varied from a low of 41% to a high of 93%. The top five participating departments were Education, Biblical and Ministry Studies, Kinesiology and Allied Health, Social Work, and Art, Design, and Theater.
- **MediaPLEX staff** assisted over 2,400 patrons with printing, media integration, duplication, and media equipment checkout.
- The **OhioLINK PCirc direct borrowing** system generated 10,173 PCirc transactions. Cedarville faculty and students borrowed a total of 5,496 items from other OhioLINK institutions, and those at other Ohio institutions borrowed 4,677 items from Cedarville. Since each PCirc transaction requires pulling and packaging Library materials twice (sending and receiving through the state-wide delivery system), the Interlibrary Services staff packed and unpacked a total of almost 22,000 items during the academic year. *[See Table 1]*
- **Docutek electronic reserves system** experienced 11,194 "checkouts" by students, a slight decrease from 2010/11. **Total reserve materials usage (print and electronic)** was 14,841. *[See Table 1]*
- In addition to OhioLINK circulation transactions, **Interlibrary Services** handled a total of 1,414 lending and borrowing transactions. Total transactions by Interlibrary Services, including OhioLINK, were 11,473. *[See Table 1]*

- Reader Services staff scheduled and taught 87 **user education sessions**, serving 15 academic departments and a total of 48 faculty members. The program interfaced with a total of 1,585 students, either in person or on-line. In addition, the CMC Librarian hosted a total of 30 classes meeting in the CMC for orientation and instruction.
- 2011/12 was the first full year for the **Library's mobile access apps**. Five different mobile devices are supported with total users during the year numbering 1,054. The number of queries through the mobile apps for 2011/12 totaled 29,777.
- In order to assist students both on and off-campus, the Library Public Services department created 12 **on-line instructional screencasts**. These multi-media resources, accessed on the Library website, provide students with real-time 24/7 assistance on a variety of library resources and research processes.
- Providing **reference service** involves a variety of venues including standard reference service answering questions, "Ask-a-Librarian" on-line reference services, and Individualized Research Appointments (IRA). A total of 2,990 interactions were completed during 2011/12, about the same as the previous year. The total interactions included answering 2,307 reference questions and providing 30 extended IRA consultations. In addition, the Curriculum Materials Center staff answered 653 reference inquiries.

Operations

- The annual investment in **electronic databases and full-text resources** has been rising rapidly over the last few years. Expenditures for 2011/2012 totaled \$267,098, a 25% increase over that spent in 2010/2011, and a 68% increase over the last 5 years. **[See Table 4]**
- A total of 206 items were added to the **Archives collection**, including 27 books and media written or produced by Cedarville University faculty or alumni.
- Continued the **upgrading of Library media equipment, library seating, office furnishings and equipment, and computer equipment**, with \$ 25,074 spent on computer, office, and media equipment. **[See Table 5]**
- Added 11,737 items to the **collection**, including 5,889 volumes to the print collection, 320 volumes to the bound periodical collection, 5,131 e-books, and 377 items to the media collection. **[See Tables 2 & 3]**
- **Total items in the Library collection** reached 277,242, including print, media, e-book, microform, and e-media resources.

- During the fiscal year, 5,144 books and 400 media items were **purchased for the collection**. The average cost for a book was \$41.68, up 2.6% from the average of \$40.61 in 2010/2011.
- Expenditures for **Library materials** totaled \$ 656,727, up 9.1% over 2010/2011. [*See Table 4*]
- **E-collection of on-line full-text resources continues to grow. E-books** now number over 57,000, and are all represented in the Library on-line catalog and accessible to students on-line. The Library spent almost \$31,000 on e-books during 2011/2012. **E-journal access** now totals over 23,000 titles, primarily sourced from the OhioLINK Electronic Journal Center, EBSCO-Host, JStor, and Muse. E-journal costs for the Centennial Library totaled almost \$96,000 in 2011/2012. **Usage of the e-journal collection** continues to rise with over 102,000 article downloads in 2011/2012. **E-media**, primarily in the form of streaming video programs, now totals over 6,000 titles, up from 1,800 in 2010/2011.
- The **number and cost of online databases** provided by the Centennial Library continues to rise. With about 200 now available, costs rose to \$140,467 for 2011/2012, up 17.6% from 2010/2011. Usage of these databases continues to be strong with over 860,000 searches completed by Cedarville students and faculty in 2011/2012
- A total of 2,663 **gift items** were received by the library and CMC collections. Gifts included books, journals, computer software, and media. About 3% of these items were added to the collection. Most of the remainder became part of the annual Library book sale.
- Continued patron feedback assessment with the **LibQUAL 2012 national library satisfaction survey** during the Spring semester. The response rate for Cedarville students was 38% and for Cedarville faculty was 64%, totaling 1,354 respondents. Of those, 1,149 were undergraduates, 16 were graduate students, 138 were faculty, and 51 were staff. The results of the survey are being reviewed for appropriate responses as part of the Library assessment program.

Table 1
CENTENNIAL LIBRARY
CEDARVILLE UNIVERSITY
Use Statistics
2011/2012

USE	2008/2009	2009/2010	2010/11	2011/2012
BY PATRON TYPE				
Student - undergraduate:	39,094	40,444	37,263	36,476
Students - graduate		482	404	210
Faculty	6,690	7,627	6,930	5,694
Staff	2,041	2,203	2,085	3,503
Non-college	856	903	1,897	1,862
Interlibrary Loan [a]	653	575	512	527 [b]
Other	868	1,250	546	799
OhioLINK patrons	10,712	5,995	7,925	4,677 [b]
Total	60,914	59,479	57,562	52,348
BY MATERIAL TYPE				
Main Collection	35,372	35,372	32,598	29,172
CMC	10,294	10,294	10,403	9,384
AV Materials	3,524	3,524	3,197	3,797
Reserve materials [c]	3,760	3,760	3,035	3,647
Other	410	410	1,287	1,252
OhioLINK collection	7,553	7,553	7,042	5,496 [b]
Total	60,914	59,479	57,562	52,348
Renewals	27,254	30,294	28,426	27,066
Electronic reserve uses: [c]	7,999	7,932	11,915	11,194
ILL books received	72	72	79	68 [b]
ILL photocopy articles sent:	472	472	282	280 [b]
ILL photocopy articles recd:	439	439	562	425 [b]
E-books	10,034	14,182	15,283	16,455
GRAND TOTAL USE	107,184	112,911	114,109	108,236

[a] Includes only books sent, not books received nor photocopied articles sent or received. Total interlibrary loan requests handled, excluding OhioLINK, were 1,296

[b] Total interlibrary services transactions were 11,473

[c] Total Reserve usage: 14,841

Table 2
CENTENNIAL LIBRARY
CEDARVILLE UNIVERSITY
Library "Print" Collection
2011/2012

Collection	2010/2011	Additions 2011/2012	Withdrawals 2011/2012	2011/2012 Totals
Main:	152,167	4,941	-2,417	154,691
E-Books:	52,058	5,131	0	57,189
Bound Periodicals:	6,560	320	225	6,655
Microforms:	16,911	0	-49	16,862
Curriculum Materials Center:	19,738	968	-109	20,597
GRAND TOTAL	247,434	11,360	- 2,800	255,994

**Table 3
CENTENNIAL LIBRARY
CEDARVILLE UNIVERSITY
Library Media Collection/Units
Main and CMC
20112012**

	<i>Added</i>	<i>Total</i>
AUDIO		
Tapes		1,142
Compact Disc	62	2,661
Phonorecord		373
VISUAL		
Slides		4,987
Filmstrips		189
Charts		94
Teaching aids/Kits	42	633
AUDIO-VISUAL		
Computer Software/CD-ROM	5	552
Films		98
Videotape/disc/DVD	268	5,078
TOTAL	377	15,807 Units

report/libstats.2012

**Table 4
CENTENNIAL LIBRARY
CEDARVILLE UNIVERSITY
LIBRARY MATERIALS EXPENDITURES
2011/2012**

Books:

Print:

Books:	\$186,869.99 [a]
CMC:	13,775.53 [b]
Archives/Special Collections	431.33

Electronic:

30,811.72*

TOTAL

\$ 231,888.57

Periodicals:

Print Subscriptions:

Ebsco and Direct	149,945.10 [c]
Ebsco (CMC)	1,519.10

Electronic Full-Text:

95,748.73 *

TOTAL

247,212.93

Electronic Databases:

140,467.35 [d]*

Preservation:

Binding

6,815.63

TOTAL

6,815.63

Multi-media/Computer software:

AV Budget	25,856.80 [e]
CMC (includes kits/games/inst. materials)	4,291.11
Archives/Special Collections	195.00

TOTAL

30,342.91

GRAND TOTAL

\$ 656,727.39

(2010/11 \$ 601,738.47)

- a. includes \$11,000 in credits from M.Ed. and Pharmacy
- b. includes \$4,000 in credit from M.Ed.
- c. includes \$17,976 in credits from M.Ed. and Pharmacy
- d. includes \$40,579 in credit from Pharmacy
- e. includes \$4,000 in credit from M.Ed.

*** Total electronic: \$ 267,097.80**

(2004/2005	126,270.66)
(2005/2006	134,981.96)
(2006/2007	160,416.97)
(2007/2008	159,161.44)
(2008/2009	163,683.71)
(2009/2010	203,035.68)
(2010/2011	214,214.54)

**CENTENNIAL LIBRARY
CEDARVILLE UNIVERSITY
Equipment/Furniture Purchases
2011/2012**

DATE	NUMBER	EQUIPMENT	COST	ACCOUNT
7/14		Nikon digital camera	458	Annual video
7/25	2	Nikon digital camera	916	8790
7/25		<i>Film/slide scanner</i>	480	8790
8/2	4	Chair mats	238	8786
8/3		Credenza (Circ.)	413	8790
8/29	3	Receipt printer (Circ.)	1,308	8790
9/26		Metal tree wall hanging	200	8790
9/29		<i>Printer (Johnson)</i>	384	8790
10/3	2	Digital recorders	198	Annual video
9/14		Color copier/printer [Mplex]	2,654	Annual video
10/24		Office chair [Linda]	269	8790
10/5		<i>Ipad [Jan]</i>	538	8790
2/17		Panasonic digital camera	920	8790
4/11		Office chair [Jan]	276	8790
4/12	24	CMC chairs	6,262	8790
6/12		Copier	3,653	8790
6/15		<i>Notebook computer [Lynn]</i>	745	8790
6/15		Office chair [Julie]	276	8790
6/15		Chrome trash can	490	8790
6/29	6	<i>Ipads</i>	3,000	8790
8/23/11		Draperies [Admin.]	1,396	8790

TOTAL \$ 25,074

Italics: Computer equipment: 5,147

Bold: Furniture 9,820

Regular: AV & Office Equipment 10,107

Budget/equip2011.2012

Table 6
CENTENNIAL LIBRARY
CEDARVILLE UNIVERSITY
2011/2012 Budget Summary
Total Library Income and Expenditures

INCOME SOURCE	INCOME	EXPENDITURES
Institutional Library Budget	\$ 1,739.883.00	1,718.932.77
Additional funding (e)	73,495.00	73,495.00
Supplies (c)	14,515.14 (a)	14,515.14 (b)
Annual Video Account	2,834.40	5,543.54
Daily Receipts (d)	3,088.69	1,137.35 (d)
TOTALS	\$1,832,816.23	\$1,813,623.80

(a) Received beyond budgeted funds of \$7,950.00 included in the Institutional Library Budget

(b) Spent beyond budget expenditures of \$8,746.30 included in the Institutional Library Budget

(c) Total supply expenditures: \$ 23,261.44 [including budgeted funds]
Total supply income: \$ 22,465.14 [including budgeted funds]

(d) Spent on supplies/awards/food/travel

(e) Graduate materials funding 15,000.00
Pharmacy materials funding 58,495.00

Fines collected:	5,439.75	Deposited in Supplies
	3,088.69	Deposited in Daily Receipts
	8,528.44	Total

budget/budget2011.2012.end

Centennial Library

Cedarville University Archives and Library Special Collections

Annual Report of the University Archivist

2011/2012

Supplement to the Cedarville University Centennial Library Annual Report, 2011/2012

Introduction

Many of the year's activities were focused on the events surrounding the 125th anniversary of Cedarville University. In addition to serving on the 125 anniversary committee, I was involved in plans for the 125th anniversary convocation, the review of the new chapters for the 125th anniversary history of the University, and the development of the 125th anniversary exhibit for the Biblical Heritage Gallery in the Center for Biblical and Theological Studies.

Archives: Year's Work at a Glance

A. As part of the new faculty orientation, made a presentation about the history of Cedarville University to new faculty during their orientation, including two display cases with items from both the early Presbyterian years and the early Baptist years.

B. Consulted with marketing personnel on ideas, copy, and images for the regular feature, "**A Moment in Time,**" in the issues of the Inspire.

C. Served on the committee to plan for the celebration of the **125th year of Cedarville University**. **Completed the following:**

- Developed and installed the 125th anniversary exhibit in the Biblical Heritage Gallery entitled, "Cedarville University: 125 years for the Word of God and the Testimony of Jesus Christ." The exhibit was installed in mid-January and will remain in the Gallery through Homecoming 2012.
- Provided photos and historical information for the 125th anniversary video.
- Prepared a "Significant Events Historical Timeline" about the University
- Reviewed the 3 new chapters written for the University history by Tom Mach to ensure historical accuracy.
- Provided the original photos from the centennial history of the University and additional photos, all to be included in the new 125th anniversary history of the University.
- Completed lengthy interviews with writers from Public Relations for press releases for the 125th anniversary celebration and for the 12th anniversary exhibit.
- Reviewed and suggested revisions for the history of the University to be included in the 125th anniversary convocation program.
- Attended the 125th anniversary convocation and guest luncheon

D. **Added 206 individual items** to the Archives collection, plus one box of materials.

E. Received and added to the Archives a number of historical materials and items resulting from the closure of the **CDR Radio Network**.

F. Items added to the Archives included **27 books and media published by University faculty and alumni**.

G. **Responded to research questions** including the following:

1. Information on the history of the Carnegie Library (Now the Carnegie Center for the Visual Arts)
2. Information on the history of Hartman Hall (Hartman/Gillespie house)
3. Information on the coaches of the early Cedarville football teams in the late 19th and early 20th centuries.
4. Information on the coach of the last Cedarville football team, 1952
5. From the student handbooks and other sources, researched information on any interracial dating policy in the 1960's and early 1970's
6. Information on the General Synod of the Presbyterian Church and its role in the founding of Cedarville
7. Correct years for the first men's and women's basketball teams at Cedarville.
8. Information on the Earl McClellan family (Cedarville trustee) and verifying children who attended Cedarville in the 1930's
9. Completed the project of identifying volleyball team photos from the start of the sport in the early 1970's to the present. Photos were scanned.
10. Selection of Legacy Wall photos for this year's 25-year award recipients
11. Selection of image and copy for the "Moment in Time" features in the Inspire

Special Collections: Year's work at a glance

A. **Rare book storage moved**

With the transfer of the University Archives to new quarters on the Library lower level, the rare book storage was move from the Special Collections annex to the space vacated by the University Archives. This move provides a significant increase in the space available for these important items as well as better security.

B. **New Gallery exhibit opened to celebrate the 125th anniversary of Cedarville University**

Sourced extensively from the University Archives collection, a new exhibit entitled *Cedarville University: Celebrating 125 years for the Word of God and Testimony of Jesus Christ* opened in the Biblical Heritage Gallery on January 23rd, celebrating the 125th anniversary of Cedarville University. Historical items and descriptive text in the exhibit commemorate these years devoted to Christ-centered higher education highlighting the people, events, and accomplishments which have combined

to make Cedarville University what it is today. The story begins with the first classes in the Fall of 1894, continues through the challenges of the Great Depression and World War II, and the transfer of ownership to the Baptist Bible Institute of Cleveland in 1953. What followed then was steady growth and expansion leading to regional accreditation in 1975 and University status in 2000, culminating in the current advances in professional and health sciences programs, graduate degrees, and on-line programs. Two special supplemental exhibits, "Cedarville Football, 1896 - 1952," and "Pioneers of Biblical Education at Cedarville," complement the story of the University's history.

- C. In addition, two major exhibits were installed in the **Biblical Heritage Gallery**
- *Dawn of the Reformation: Sola Scriptura [June - October 2011]*
 - *Preserved by Hand: the Bible from Manuscript to Gutenberg [October 2011 - January, 2012]*

Supplemental exhibits in the Gallery included the following:

- *Love in any Language: John 3:16 [June - October 2011]*
- *Spreading the Word: Alumni authors touching their worlds with God's Word [October 2011 - January 2012]*

**Cedarville University Archives and Special Collections
2011/2012 Budget Report**

Archivist stipend	\$ 9,959.00
Memberships	80.00
Archives/Special Collections items	656.33
 TOTAL	 \$ 10,695.33

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